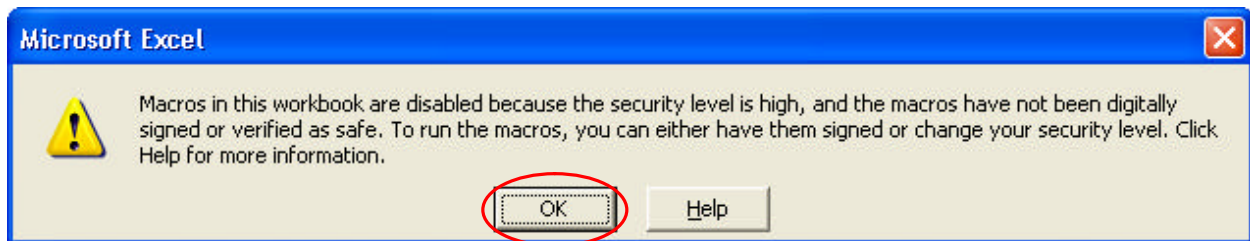


# Instructions for Use of the Nursing Sensitive Indicator Excel Transmittal Workbook

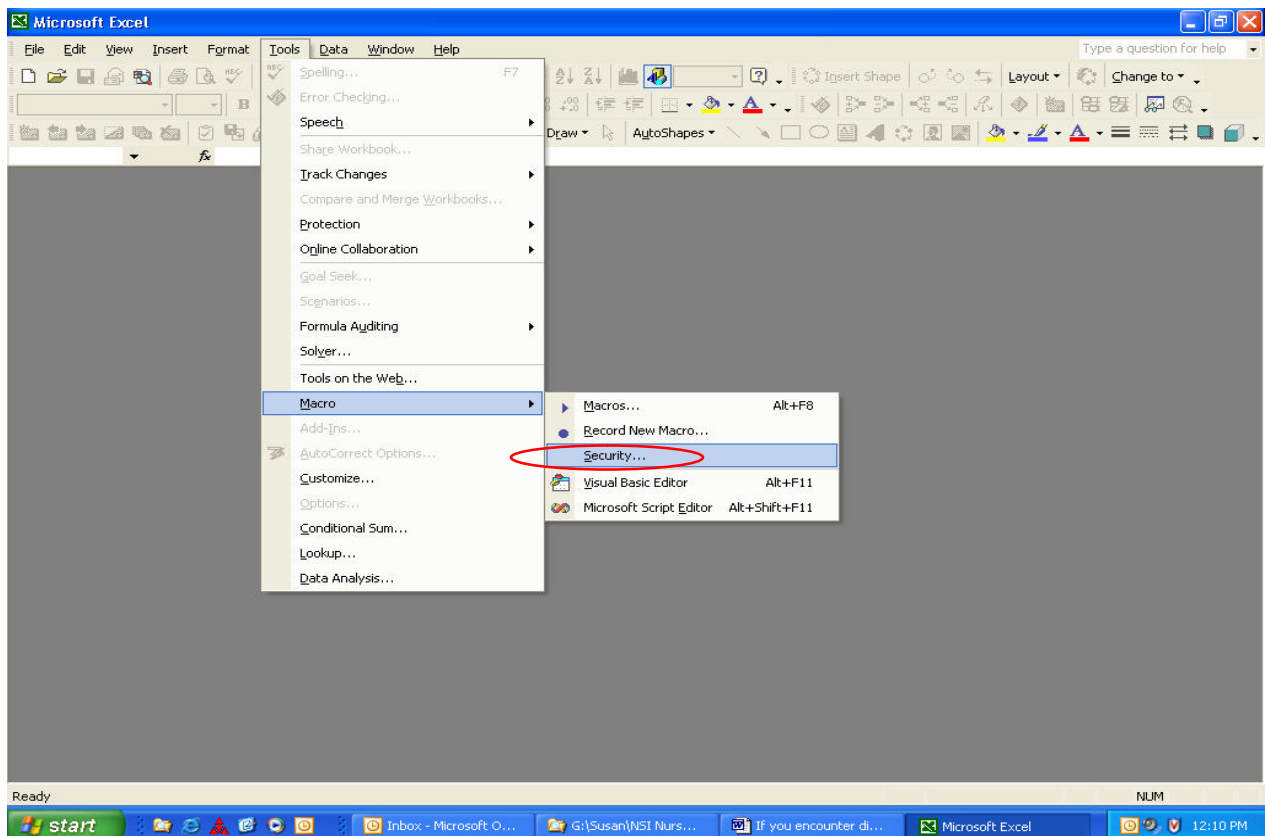
## for Collection and Submittal of Nursing-Sensitive Indicator Data to MHDO

If you encounter difficulty opening the Nursing Sensitive Indicator (NSI) Excel Workbook (if you get a message like the one below) it means the macro security settings on your computer are set to "High" or "Very High". Or you may get a security warning message similar to # 4 below (if so, skip to step #4).

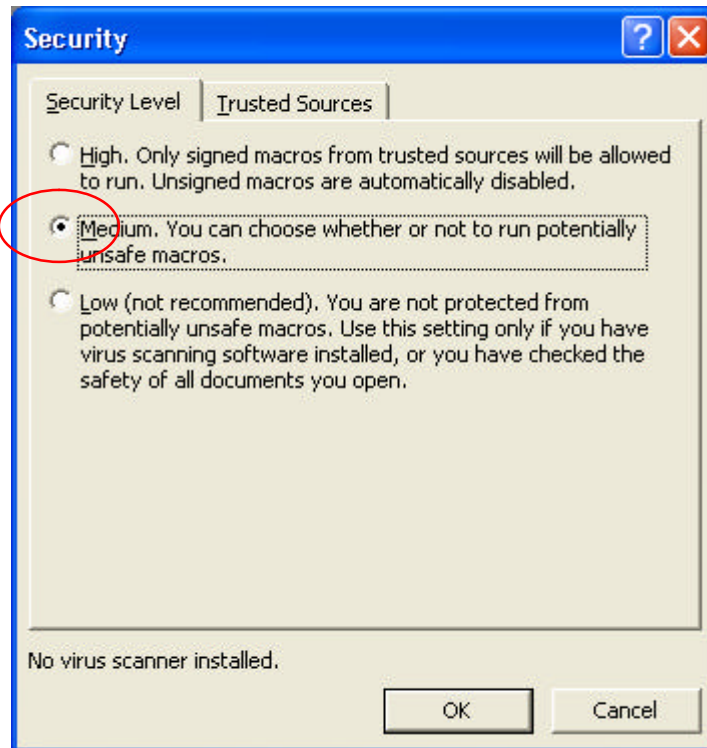


Click "OK" above and review the following for a quick solution (you may want to check with your Technical Support staff before doing). To enable the NSI spreadsheet macro:

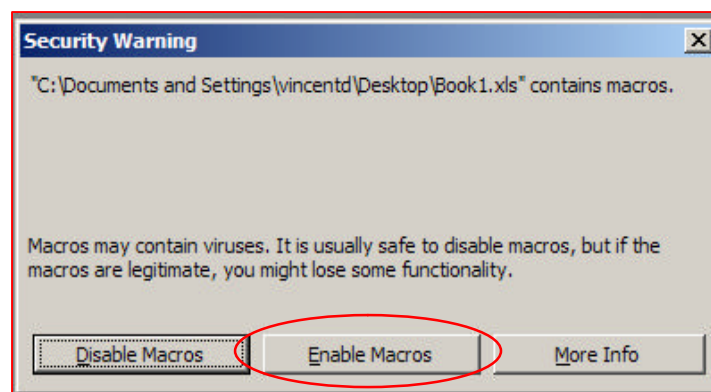
1. Select the **Tools** menu option and then select **Macro** and **Security** (see below).



2. In the resulting **Security** dialog, set the security level to Medium by clicking the **Medium** radio button (see below).

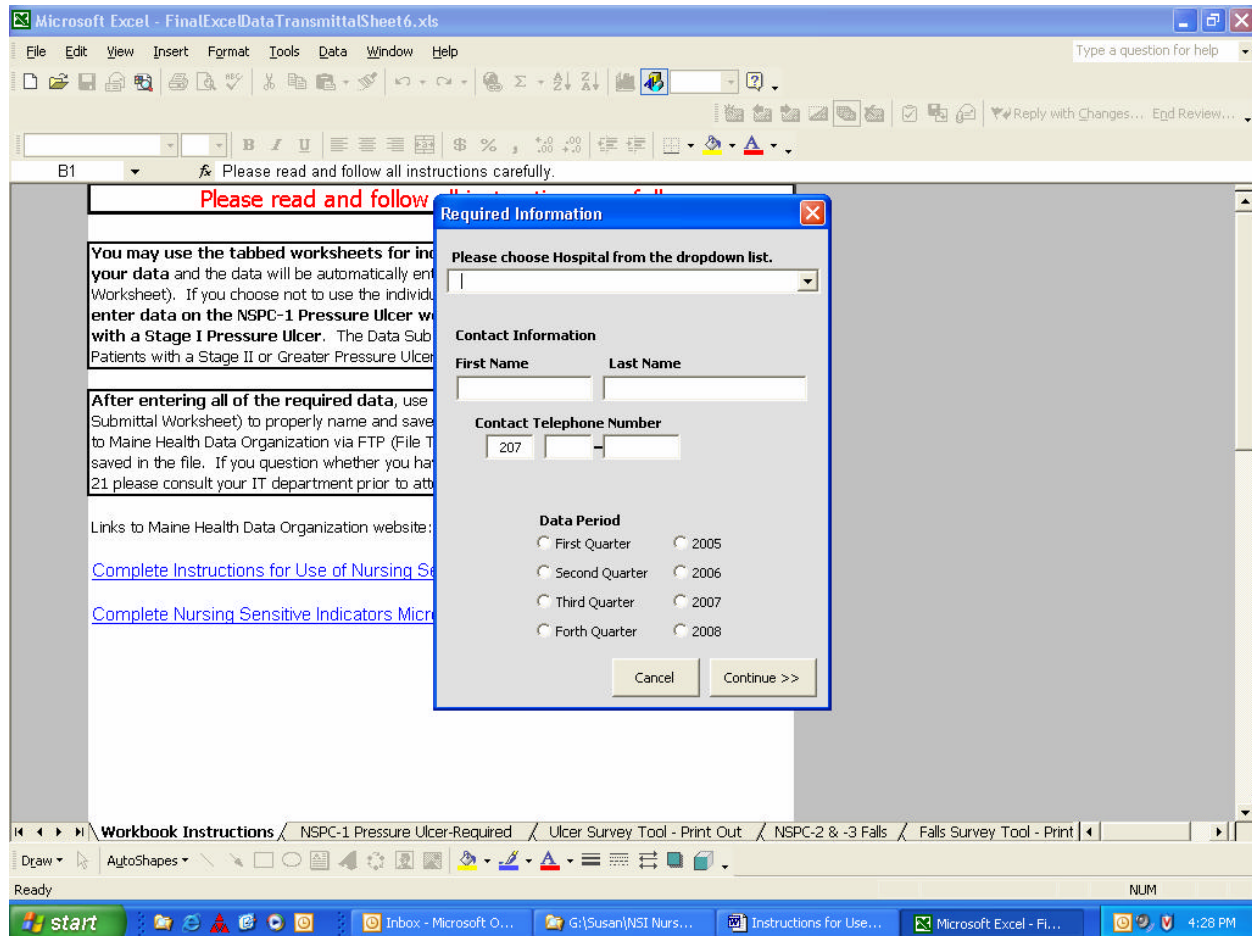


3. Close the file and close all Excel programs currently running on your computer.
4. Open the file again. You will get a security warning message (see below).



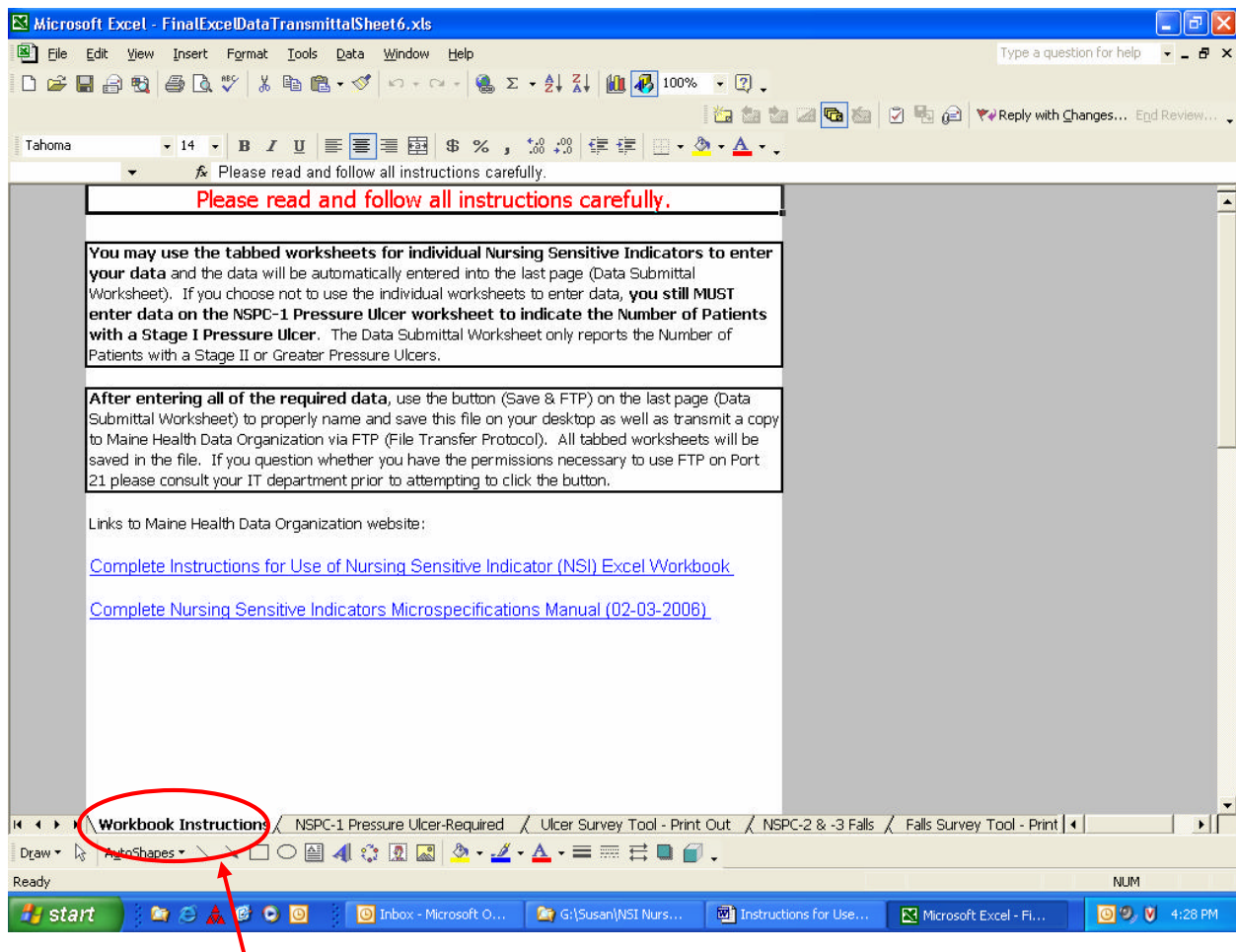
Click the **Enable** button when prompted to allow the macro to run.

## Use of the NSI Data Transmittal Datasheet for Collection of Data



First **select the name of your hospital from the drop-down menu** in the "Required Information" dialog box that opens upon opening the Excel workbook. **Enter name and phone number** for contact information. Please select which **quarter** and **year** of data to be submitted and **select the "Continue >>" button** to proceed.

If you select "Cancel" here, the macro that correctly names the file will not work. Also, if you "Cancel" here you will find an extra tabbed worksheet at the end of the workbook called "Hospitals". This tabbed worksheet will go away if you correctly name your workbook in this step.



See **"Workbook Instructions"** (first tabbed worksheet) on the use of the workbook. You may use the tabbed worksheets for entering data for each individual Nursing Sensitive Indicator and the data will be entered automatically into the last page, the Data Submittal Worksheet. There are formulas in the spreadsheets that help you calculate measures and insert them into the last worksheet for submittal.

If you choose not to use the individual worksheets to enter data, **you still MUST enter data on the "NSPC-1 Pressure Ulcer – Required" worksheet to indicate the number of patients with a Stage I pressure ulcer.** This is the second tabbed worksheet in the file. The "Data Submittal Worksheet" only reports the Number of Patients with a Stage II or Greater Pressure Ulcer and we require data on both Stage I and Stage II and greater.

Links to the Maine Health Data Organization website are provided on the "Workbook Instruction" sheet to connect to this Instruction set and to the Microspecifications Manual.

Microsoft Excel - FinalExcelDataTransmittalSheet6.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Tahoma 10 B I U

A3 Date:

1 NSPC-1: Hospital Acquired Pressure Ulcer Prevalence

2 **REQUIRED - Data must be entered on this worksheet and submitted along with the Data Transmission Worksheet**

3 Date: \_\_\_\_\_

4 Report for Year, Quarter: \_\_\_\_\_

5

6

For NSI Reporting - Patients with more than one ulcer should be counted only once under worst ulcer staging category

Unit Name - Official Nomenclature	Enter Unit's Name at Your Facility	Number of Unique Patients With Hospital Acquired Pressure Ulcer Stage I Only	Number of Unique Patients With Hospital Acquired Pressure Ulcer Stage II or Greater (Numerator)	Number of Patients in Prevalence Survey (Denominator)
<b>Critical Access Hospitals</b>				
Mixed Acuity 1				
Mixed Acuity 2				
<b>Neonatal</b>				
Level III/IV Critical Care 1				
Level III/IV Critical Care 2				
Level II Intermediate 1				
Level II Intermediate 2				
Level I Continuing Care 1				
Level I Continuing Care 2				
Well Baby Nursery 1				
Well Baby Nursery 2				
Mixed Acuity 1				
Mixed Acuity 2				
<b>Pediatric</b>				
Critical Care-Pediatric 1				
Critical Care-Pediatric 2				
Step Down 1				
Step Down 2				
Medical 1				
Medical 2				
Surgical 1				

Workbook Instructions NSPC-1 Pressure Ulcer-Required Ulcer Survey Tool - Print Out NSPC-2 & -3 Falls Falls Survey Tool - Print

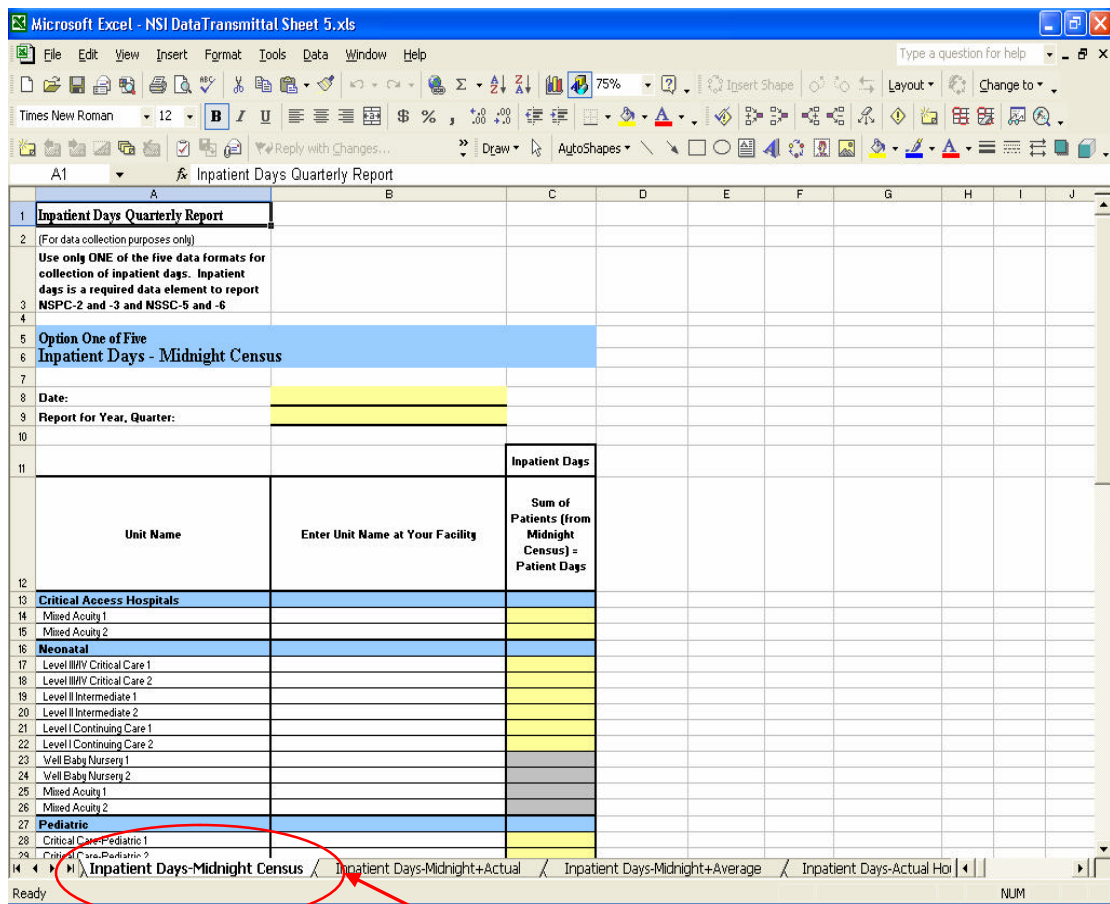
Ready NUM

start

unbox - Microsoft O... G:\Susan\NSI Nurs... Instructions for Use... Microsoft Excel - Fi... 4:33 PM

Click on the tabbed worksheets to enter data. To view the spreadsheet, move the **scroll bars** on the right side up and down or on the bottom to the right and left. There are 14 worksheets (see tabs at bottom of page) starting with "**NSCP-1 Pressure Ulcer – Required**" and ending with "**Data Submittal Worksheet**".

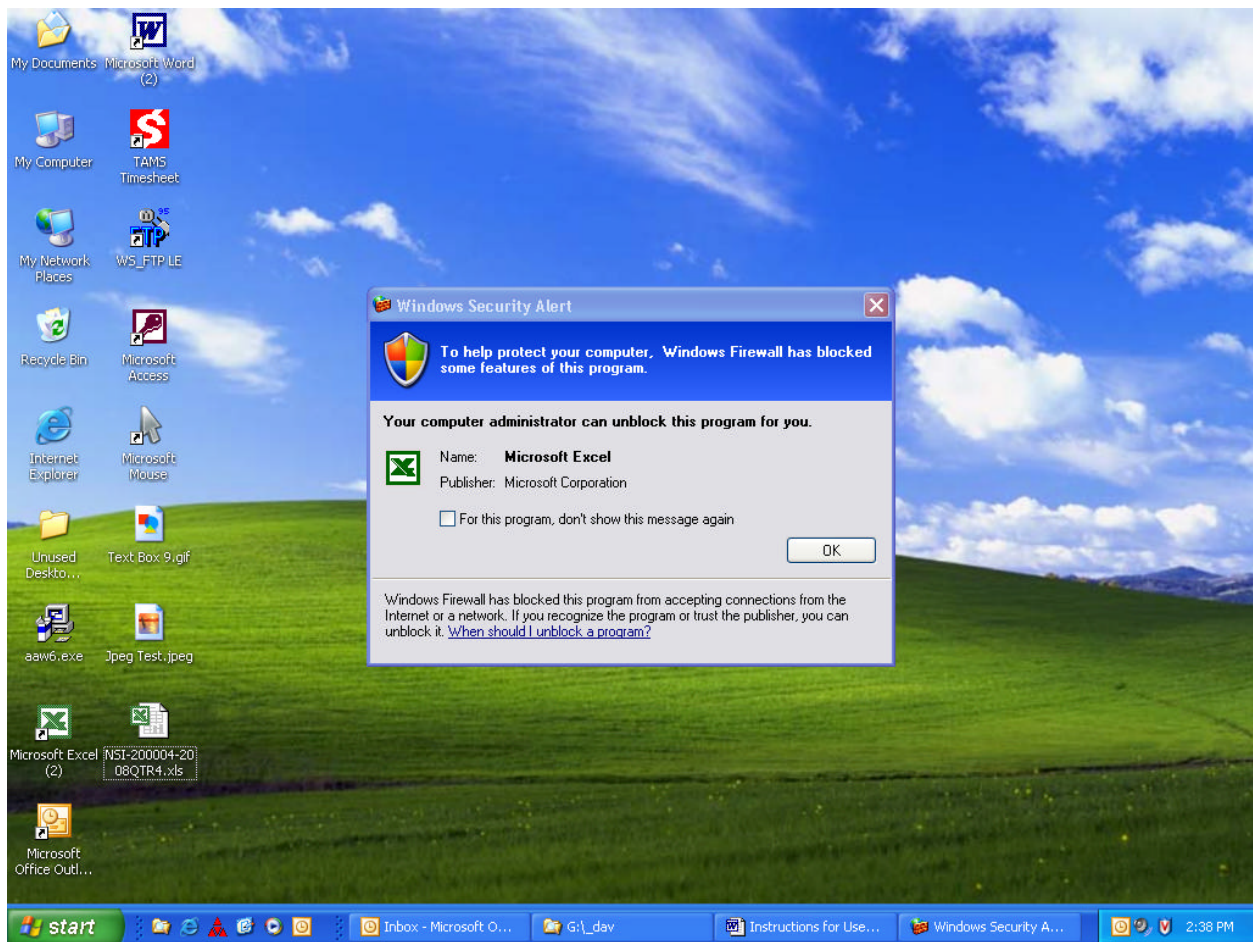




Five worksheets are labeled “**Inpatient Days**” with the five methods for collection of Inpatient Days (e.g., **Midnight Census**, **Midnight Census Plus** Inpatient Days from **Actual** Hours for Short Stay, **Midnight Census Plus** Inpatient Days from **Average** Hours for Short Stay, Inpatient Days from **Actual Hours**, or Inpatient Days Averaged from **Multiple Census**). **Choose only one method** using the most accurate method that is within the capabilities of your hospital system (see “Inpatient Days” under definitions in the NSI Microspecifications Manual at the MHDO website).

## Submittal of Data

When you have completed entering data, save the file to your computer. Then select the “**Data Submittal Worksheet**” tab and click the button in the upper right that says “**Save and FTP**”. The macro will run a program that properly names the file (with your MHDO Hospital ID Number), saves all the tabbed worksheets, posts the file to your desktop, and sends a copy to the Maine Health Data Organization via FTP (File Transfer Protocol). It can take as long as two minutes to complete (the hourglass symbol will disappear).



You may get an error message (see above) that says that to protect your computer, Windows Firewall has blocked some features of this program. If so, click on **“OK”**. This does not necessarily mean that the macro did not work. Although this message may appear, the file may have been successfully saved to your desktop and sent to MHDO's FTP site.

If you question whether you have the permissions necessary to use FTP on Port 21 or if your computer gives you a error message (such as “Resource Not Available”) please consult your IT department or technical support staff. For security purposes, some facilities have their Internet connections set to block Port 21 (the traditional FTP port). Or some systems firewalls may successfully prevent contact. Your Technical Staff can modify the settings on your computer to allow you to connect with our remote FTP server to initiate file transfer operations. You may also call the Dave Vincent at MHDO at 287-6727 or [david.a.vncent@maine.gov](mailto:david.a.vncent@maine.gov)

## Confirmation of Data Submittal

If you want to confirmation that the NSI submittal reached the MHDO, you may send an email message requesting confirmation to Susan Schow at [susan.e.schow@maine.gov](mailto:susan.e.schow@maine.gov) or call 287-6745.

## Alternate Submittal Process

For those who do not choose to use the "Save and FTP" feature (or for some reason are unable to do so) you may save a copy of your file to your desktop using the naming convention below and submit by using the following instructions.

**NSI-2000XX-2005QRT4** (for data for Oct, Nov, Dec 2005)

**NSI-2000XX-2006QTR1** (for data for Jan, Feb, Mar 2006)

**NSI-2000XX-2006QTR2** (for data for Apr, May, Jun 2006)

**NSI-2000XX-2006QTR3** (for data for Jul, Aug, Sept 2006)

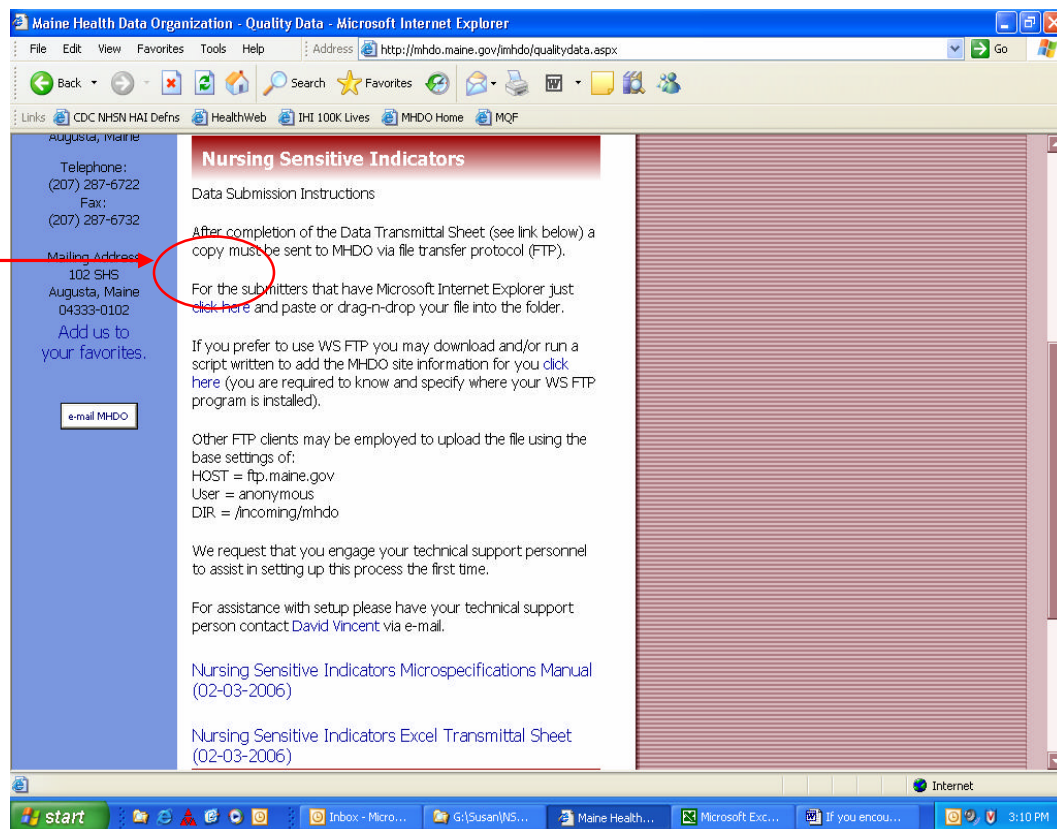
Where **2000XX** is your hospital's MHDO ID Number as listed below.

ID #	NAME
200018	AROOSTOOK MEDICAL CENTER
200004	ACADIA HOSPITAL
200051	BLUE HILL MEMORIAL
200007	BRIDGTON HOSPITAL
200023	C.A. DEAN MEMORIAL
200055	CALAIS REGIONAL
200031	CARY MEDICAL CENTER
200024	CENTRAL MAINE MEDICAL CENTER
200057	DOROTHEA DIX PSYCHIATRIC CENTER
200027	DOWN EAST COMMUNITY
200033	EASTERN MAINE MEDICAL CENTER
200037	FRANKLIN MEMORIAL
200040	H.D. GOODALL
200026	HOULTON REGIONAL
200041	INLAND HOSPITAL
200050	MAINE COAST MEMORIAL
200015	MAINE GENERAL - AUGUSTA & WATERVILLE
200009	MAINE MEDICAL CENTER
200066	MAYO REGIONAL
200008	MERCY HOSPITAL
200044	MID-COAST HOSPITAL
200002	MILES MEMORIAL
200003	MILLINOCKET REGIONAL
200038	MT DESERT ISLAND
200010	NEW ENGLAND REHABILITATION
200052	NORTHERN MAINE MEDICAL CENTER
200025	PARKVIEW ADVENTIST MEDICAL CTR
200063	PENOBSCOT BAY MEDICAL CENTER
200062	PENOBSCOT VALLEY HOSPITAL
200012	REDINGTON-FAIRVIEW GENERAL
200056	RIVERVIEW PSYCHIATRIC CENTER

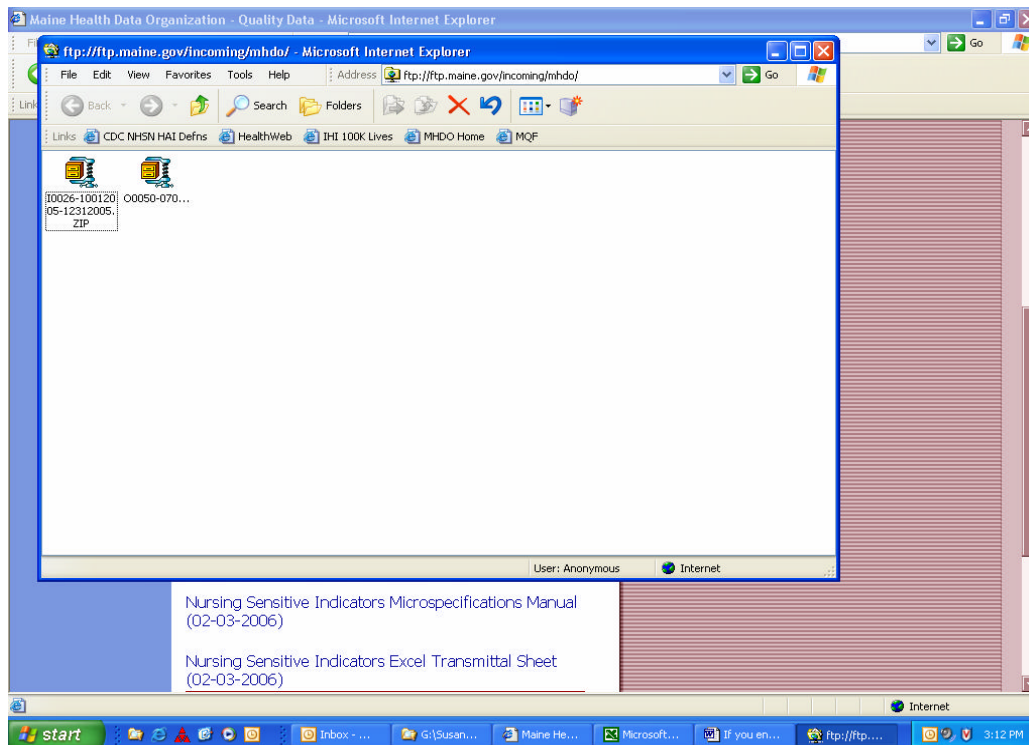


200016	RUMFORD HOSPITAL
200028	SEBASTICOOK VALLEY HOSPITAL
200019	SOUTHERN MAINE MEDICAL CENTER
200067	SPRING HARBOR HOSPITAL
200006	ST ANDREWS
200001	ST JOSEPH
200034	ST MARYS REGIONAL MEDICAL CENTER
200032	STEPHENS MEMORIAL
200013	WALDO COUNTY GENERAL
200020	YORK HOSPITAL

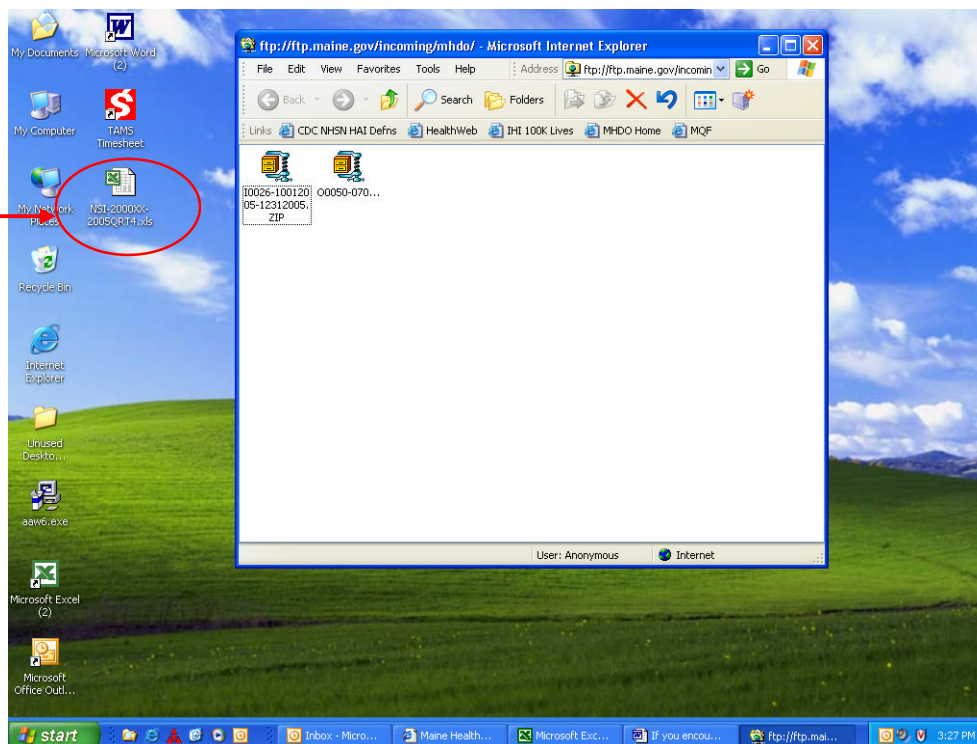
Next go to the MHDO website Quality Data page (<http://mhdo.maine.gov/imhdo/qualitydata.aspx>) and look under **Nursing Sensitive Indicators - Data Submission Instructions.**

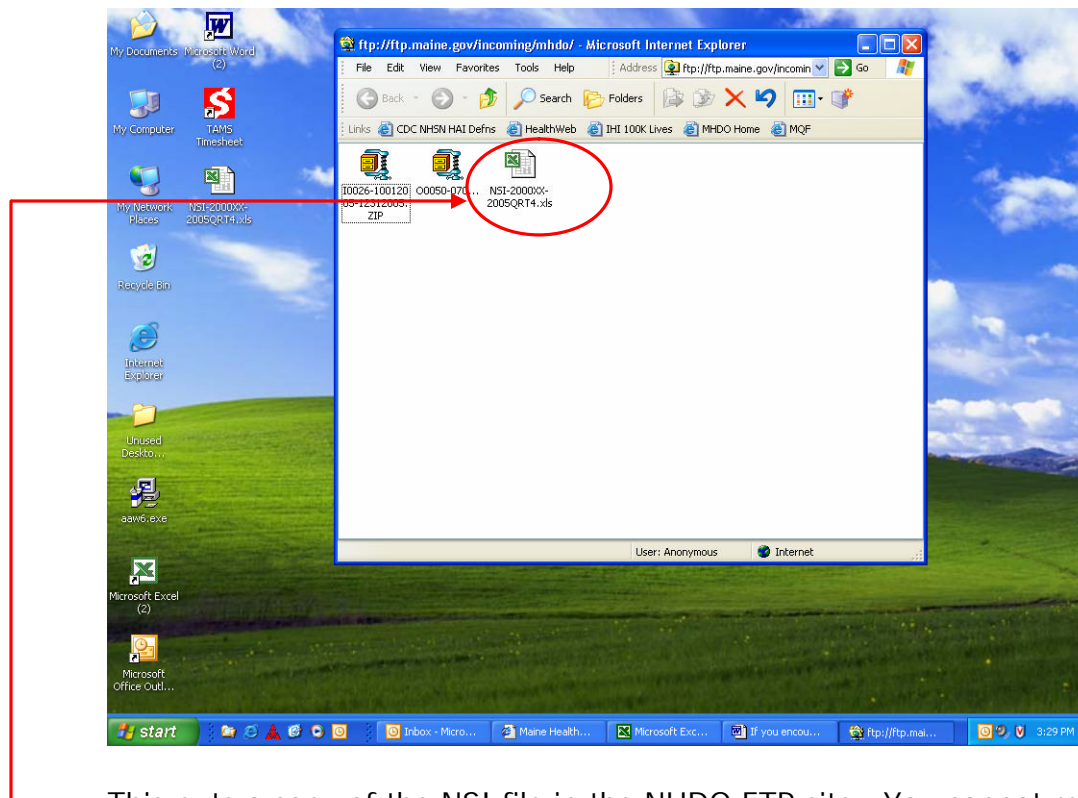


Click where it says **“For the submitters that have Microsoft Internet Explorer just [click here](#) and paste or drag-n-drop your file into the folder.”** This opens MHDO’s secure file transfer protocol (FTP) site where you can submit your data to MHDO.



There may be other files visible in the FTP site or it may be empty. By minimizing all open screens on your computer except the FTP site you can drag and drop your NSI file (on your desktop) into the MHDO FTP site.





This puts a copy of the NSI file in the NHDO FTP site. You cannot remove or open any files in the site including your own file. If you submit a file to the FTP site in error, please contact MHDO and they will delete it. Only authorized MHDO staff can retrieve files from the site. It is very secure.

Alternately, you may save your NSI data to a disc using the naming convention above and mail to the Maine Health Data Organization Attn: Susan Schow, 151 Capitol Street, 102 State House Station, Augusta, ME, 04333-0102.

### Questions or Assistance?

If you have questions or need assistance with use or submittal of the NSI Excel Spreadsheet please contact Susan Schow at 287-6745 (susan.e.schow@maine.gov). If you need assistance with submittal of data to the MHDO FTP site you may also contact Dave Vincent at 287-6727 (dave.a.vincent@maine.gov).